

Connecticut Centralized Voter Registration System (CVRS)

User Manual for Town Clerks



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A. APPLICATION OVERVIEW

Description: The Centralized Voter Registration System (CVRS) is designed to standardize and centralize the registration of voters throughout the state to support online voter registration which will decrease voter fraud by identifying and eliminating duplicate entries. The system complies with the federal statutes of the Help America Vote Act (HAVA) and National Voter Registration Act (NVRA).

The Centralized Voter Registration System provides a user-friendly graphical user interface (GUI). Users can navigate through the screens by either using the scroll bar or by simply using tab strokes in a predefined order instead of using the mouse. Each screen has been designed to maximize efficiency and is designed to enhance usability. Data entry screens can have default values for specific fields and those values can be carried from record to record until the user changes the values. The system provides dynamic links for easy navigation between internal/external modules and data fields. Its functions include the adding and changing of voter registrations, compiling of statistics for NVRA, generation of Official Voter lists and other reports, and online inquiry of the entire statewide voter list.

B. INTRODUCTION

Description: The functionality allows authorized users to:

- Search for voters statewide
- Maintain Town Petitions
- Maintain Voter Petition History
- Maintain Absentee Ballots
- Inquire voter information
- Inquire Town Polling Place
- Inquire Voter Petition History
- Inquire Town Street
- Inquire Absentee Ballot voters
- Absentee Ballot Reports
- Alpha Voter Report
- Phone List
- Town Street List
- Phone List
- Labels
- Voter Registration Summary
- Generate reports

C. SYSTEM LOGIN

1. SYSTEM REQUIREMENTS

Description: The following are the system requirements to access the CVRS system:

1. Access to the Internet.
2. Access to a Web Browser: Internet Explorer, Google Chrome, Firefox etc.
3. Acrobat Reader for viewing PDF reports
4. Pop- up Blocker disabled.
5. Win Zip or other file compression utility to view Disk file

2. LOGIN

Description: This screen allows a Town Clerk to login into the CVRS system.

Figure 2.1 : CVRS Login



Connecticut Voter
Registration System

User Name :

Password :

Login Clear

CVRS 3.0

Figure 2.2 : CVRS Incorrect Password or Username**Button/ Link Functionality**

Login	Navigates to the CVRS Home Page upon successful validation of Username and Password
Clear	Clears the form entries

Process Flow:

The Town Clerk Login process entails the following steps:

1. Open your web browser and enter the Connecticut Centralized Voter Registration System (CVRS) web address in the address bar <http://www.cvrs-sots.ct.gov>
2. The CVRS Home Page will be displayed. (Refer Fig. 2.1)
3. Enter your "Username" and "Password" in respective fields and click the "Login" button to continue.
4. If you enter an incorrect Username and/or Password, you will receive a prompt stating that "Invalid username or password specified. Please try again". Click on the "OK" button and try again with correct username and password to login. (Refer Fig 2.2)

D. ACTIVITIES

1. MAINTAIN TOWN DATA

1.0 TOWN PETITION- To add or delete petitions

Description: This screen allows to add New Petition or Delete previous petitions from the system.

Figure 1.1.1: Town Petition

The screenshot displays the 'Connecticut Voter Registration System' interface. The breadcrumb trail indicates the path: Activities » Maintain Town Data » Town Petitions. The user is logged in as 'FAVONE / Shelton'. The 'New Petition' section contains an 'Election Date' field (with a date picker icon) and a 'Description' text area. 'Insert' and 'Clear' buttons are positioned below the description field. The 'Current Town Petitions' section features a table with three columns: 'Select', 'Election Date', and 'Description'. A 'Cancel' button is located at the bottom center of the page.

Button/Links Functionality

Insert	Adds new petitions
Delete	Deletes previous petitions
Clear	Clears the form entries
Cancel	Ends the current operation and navigates to the previous page.
Logout	Logs out from the application and navigates back to the login screen

Process Flow:

The Town Petition process entails the following steps:

1. Login to the CVRS system as a Town Clerk.
2. In the main navigation menu under “Activities” tab, click on the “Maintain Town Data” tab.
3. Click on the “Town Petitions” tab under the expanded “Maintain Town data” menu.
4. You will be navigated to “Town Petitions” main screen. (Refer Fig. 1.1.1)
5. To Add New Petition:
 - a. You must provide the election date and petition description. Click on the “Insert” button to continue.
 - b. System will display a prompt stating “Are you sure you want to insert this record?” To end the current insert petition process click on “Cancel” or else Click on “OK” button to continue.

- c. System will display another prompt stating that “Petition Added successfully”.
6. To Delete Petition:
 - a. Select the petition from the petition list by clicking on the radio button placed next to the Petition record entries.
 - b. Click on the “Delete” button to continue.
 - c. System will display a prompt stating “Are you sure you want to submit the changes?”
 - d. To end the delete process, click on the “Cancel” button or click on the “Ok” button to continue.
 - e. System will delete the petition and display prompt stating “Petition Deleted Successfully”.
7. Click on “Ok” button to finish the process.

2. SYSTEM

1.0 ADD USER

Description: This screen allows a Town Clerk to add the users in the system

Figure 2.1.1: Add User

The screenshot displays the 'Connecticut Voter Registration System' interface. On the left is a 'NAVIGATION MENU' with sections: 'ACTIVITIES' (containing Voter Registration, Maintain Towndata, Polling Places, Town Hall, Maintain Street Districts, Town Petitions, Street Name Change, Add Street, Redistrict, and System), 'INQUIRIES', 'REPORTS', 'REGISTRAR MAINTENANCE', 'REMINDERS', 'HELP', and 'LOGOUT'. The 'System' option under 'ACTIVITIES' is selected. The main content area is titled 'Activities » System » Add User'. It shows a form with two input fields: 'New User Identifier' and 'SSVR2131 Password'. Below these fields are 'Add' and 'Cancel' buttons. The top right of the screen indicates the user is 'Logged in as: SSVR2131 / Southington' and includes 'QUICK SEARCH' and 'LOGOUT' links. A footer note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.'

Button/Links Functionality

Add	Adds New User into the system
Cancel	Ends the current process and navigates to previous page.

Process Flow:

The Add User process entails the following steps:

1. Login to the CVRS system as a Town Clerk.
2. Click on the “Systems” tab under “Activities” in the main navigation menu.
3. Click on the “Add User” button under the expanded “Systems” menu, you will be navigated to the “Add User” screen. (Refer Fig. 2.1.1)
4. Provide the Username in “User Identifier” field and Your Password in the “Password” field.

Note: The Username should be of at least 4 characters and more.

5. Click on the “Add” button to submit the add user request.
6. System will display a prompt stating that “The update to the system was successful”.
7. Click on the “Add User” button displayed on the system prompt to finish the process and navigate back to Add User screen.
8. New user must login to the system with their Username to setup the password.

Note: The First Time (new user) must login to the system with the username provided to setup the password. (Please refer section 2.3.0 Maintain Password for more details.).

2.0 DELETE USER

Description: This screen will allow a Town Clerk to delete the user/s from the system.

Figure 2.2.1: Delete User

The screenshot displays the 'Delete User' interface within the Connecticut Voter Registration System. On the left, a navigation menu lists various activities, with 'System' expanded to show 'Delete User'. The main content area features a form with two input fields: 'New User Identifier' and 'Password'. Below these fields are 'Delete' and 'Cancel' buttons. The top of the screen shows the user is logged in as 'SSVR2131 / Southington' and includes links for 'QUICK SEARCH' and 'LOGOUT'. A footer note at the bottom states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.'

Button/Links Functionality

Delete	Deletes the selected user
Cancel	Ends the current process and navigate to the previous page.

Process Flow:

The Delete User process entails the following steps:

1. Login as a Town Clerk into the CVRS system.
2. Click on the "Systems" tab under "Activities" from the main navigation menu.
3. Click on the "Delete User" tab from the expanded "Systems" menu and you will be navigated to the "Delete User" Screen. (refer Fig 2.2.1)
4. Select the user you would like to delete from the drop down list and enter your password in the Password Field.
5. Click on the "Delete" button and system will display a prompt stating "Are you sure you want to delete User?" Click on "OK" to continue.
6. System will display confirmation prompt "The update to the system was successful".
7. Click on the "Delete User" button displayed on the system prompt to finish the process and to continue. You will be navigated back to the "Delete User" page.

3.0 MAINTAIN PASSWORD

Description: This screen allows Town Clerk to change and maintain their password.

Figure 2.3.1: Maintain Password

Button/Links Functionality

Change	Changes the password
Cancel	Ends the current process and navigates to the previous page.

Process Flow:

The Change Password process entails the following steps:

1. Login to the CVRS system with the valid username and password.
2. **First Time Users:**
 - a. Login to the system with the Username. Upon successful login system will navigate you to the change password screen. (Refer Fig. 2.3.1)
 - b. Enter your new password in the “New Password” and “Re-Type Password” fields.
 - c. Click on the “Change” button to submit the change password request.
3. **Repeat User:**
 - a. Upon successful login click on the “Systems” tab under “Activities”.
 - b. Click on the “Maintain Password” tab from the expanded “Systems” menu.
 - c. Provide your old and new password information in the required fields.
 - d. Click on the “Change” button to submit the change password request.
4. System will display the prompt stating “The Update to system was successful”.
5. Click on the “Maintain Password” button displayed on the system prompt to finish the process and to continue.
6. You will be navigated to the “Maintain Password” page.

3. MAINTAIN VOTER HISTORY

1.0 PETITION HISTORY

Description: This screen allows Town Clerk to maintain (add/delete) the Voter’s petition history.

Figure 3.1.1: Petition History

Button/Links Functionality

Update	Submits the changes
Insert	Inserts the Party history
Delete	Deletes previous history

Process Flow:

The Petition History process entails the following steps:

1. Login to the CVRS system as a Town Clerk.
2. Click on the "Maintain Voter History" tab under "Activities" in the main navigation menu.
3. Click on the "Petition History" tab from the expanded "Maintain Voter History" menu.
4. You will be navigated to the "Petition History- Search Voter" page.
5. Provide the search criteria (Last Name or Voter Id) and click on the "Search" button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. Select the voter by clicking on the radio button displayed next to the record entries and click on the "Select" button to navigate to "Add Petition" page to add or delete Petition history. (Refer Fig. 3.1.1)
8. **To Add History:**
 - a. Select the Petition from the drop down list.
 - b. Click on the "Insert" button to add the history into the system
9. **To Delete Previous History:**

- a. Select the previous Petition history by clicking on the Radio button displayed next to the previous history records.
 - b. Click on the “Delete” button to continue.
10. Click on the “Update” button to submit the changes and to continue.
11. System will display a prompt stating “The Update to Voter History was Successful”.
12. Click on the “Maintain Voter Petition History” button displayed on the system prompt to continue.
13. You will be navigated to the “Petition History- Search Voter” page.

4. ELECTIONS

1.0 WHO VOTED

Description: This screen allows a Town Clerk to update the Voter election History by recording Who Voted in an election. The Town Clerk can update all voters listed on the Official Voter List and Supplemental List.

Figure 4.1.1: Who Voted

The screenshot shows the 'Who Voted' screen in the Connecticut Voter Registration System. The header includes the system name and a navigation breadcrumb: 'Activities > Elections > Who Voted'. The user is logged in as 'SSVR2131 / Southington'. The main content area has a 'Select Voter List Type' section with two radio buttons: 'Official Voter List(s):' (selected) and 'Supplemental List(s):'. A 'Select' button is located below these options.

Figure 4.1.2: Who Voted Select Voter List

The screenshot shows the 'Who Voted Select Voter List' screen. The header is the same as Figure 4.1.1, with the breadcrumb 'Activities > Elections > Who Voted > Select Voter List'. The main content area is titled 'Select Voter Options for Official Voter List(s)'. It contains three sections: 'Select List Name: Official Voter List(s)' with a dropdown menu showing 'Official Voter List Report', 'Rep Primary 04242012', 'Republican Primary 2012', and 'Roop'; 'List Options' with radio buttons for 'All' (selected) and 'Not Updated'; and 'Default Voting Flag' with a checkbox for 'All "Y" (Voting):'. An 'Election Type:' dropdown is also present. At the bottom, there are four buttons: 'Select', 'Details', 'Delete List', and 'Back'.

Figure 4.1.3: Voter Check off Screen

Connecticut Voter Registration System

Activities » Elections » Who Voted » Select Voter List » Voter List Check Off

Logged in as: SSVR2131 / Southington [QUICK SEARCH](#) [LOGOUT](#)

[Update](#) [Details](#) [Back](#) [Cancel](#)

1 to 150 of 6039

Street	Str #	Unit	Voting	Absent	Last Name	Suff	First Name	MI	Reviewed
Beechwood Drive	81		<input type="checkbox"/>	<input type="checkbox"/>	Youmans		Erik	L	<input type="checkbox"/>
	104		<input type="checkbox"/>	<input type="checkbox"/>	Kapral		Amanda	M	<input type="checkbox"/>
	134		<input type="checkbox"/>	<input type="checkbox"/>	Carrington		Todd	M	<input type="checkbox"/>
	143		<input type="checkbox"/>	<input type="checkbox"/>	Landgren		Richard	F	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Mansolf		Jon	F	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Mansolf		Louise	S	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Rucci		Danielle	L	<input type="checkbox"/>
	199		<input type="checkbox"/>	<input type="checkbox"/>	Douglas		Lorraine	M	<input type="checkbox"/>
Blatchley Avenue	241		<input type="checkbox"/>	<input type="checkbox"/>	Smailes		Scot	R	<input type="checkbox"/>
	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Joseph	J	<input type="checkbox"/>
	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Sarah	N	<input type="checkbox"/>
	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Valerie	L	<input type="checkbox"/>
	68		<input type="checkbox"/>	<input type="checkbox"/>	Robinson		Lana	C	<input type="checkbox"/>
	87		<input type="checkbox"/>	<input type="checkbox"/>	Tomassetti		Carol	A	<input type="checkbox"/>
	105		<input type="checkbox"/>	<input type="checkbox"/>	Robison		Marie		<input type="checkbox"/>
	106		<input type="checkbox"/>	<input type="checkbox"/>	Depaolo		Lawrence	F	<input type="checkbox"/>
Blue Hills Drive	106		<input type="checkbox"/>	<input type="checkbox"/>	Depaolo		Rina	L	<input type="checkbox"/>
	8		<input type="checkbox"/>	<input type="checkbox"/>	Donath		Jayne	M	<input type="checkbox"/>
	9		<input type="checkbox"/>	<input type="checkbox"/>	Thomson		Robert	M	<input type="checkbox"/>
	29		<input type="checkbox"/>	<input type="checkbox"/>	Ramsdell		Jessica	L	<input type="checkbox"/>
	29		<input type="checkbox"/>	<input type="checkbox"/>	Ramsdell		Ralph	H	<input type="checkbox"/>
	108		<input type="checkbox"/>	<input type="checkbox"/>	Olore		Joyce	S	<input type="checkbox"/>

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Button/Links Functionality

Select	Navigates to the selected voter List screen.
Details	Displays the selected list
Delete	Deletes the selected list
Back	Navigates back to the previous screen

Process Flow:

The Who Voted process entails the following steps:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Elections " tab from the "Activities" menu
3. System will display an expanded "Election" menu.
4. Click on the "Who Voted" tab under the "Election" menu
5. You will be navigated to the "Who Voted" screen. (Refer Fig. 4.1.1)
6. Click on the Radio button to select either Official Voter List or Supplemental Voter List.
7. Click on the "Select" button to continue and you will be navigated to the "Select Voter List" screen. (Refer Fig. 4.1.2)

8. The “Select Voter List” screen has following functionality:
 - a. **Delete List:** To delete the list you must select the List and click on the delete button.
 - b. **Select List:** Select the list you would like to update and “Election type” from the drop down list and click on the “Select” button to continue.
9. System will display a “Voter List Check Off” screen. (Refer Fig. 4.1.3)
10. Update the “Voting Status” by checking off the appropriate “Voting” or “Absent” check box to update the information.
11. Click on the “Update” button on each page to save and update the list.
12. System will update the data.

2.0 ABSENTEE BALLOT

Description: This screen allows a Town Clerk to insert Absentee Ballot and update returned absentee ballot information.

Figure 4.1.1 : Add Absentee Ballot

Connecticut Voter Registration System

Activities » Absentee Ballots » Add Absentee Ballot

Logged in as: **PAYONE / Shelton** [QUICK SEARCH](#) [LOGOUT](#)

Voter Information			
Name	Barry Smith	Residence Address	12 Carriage Drive
Date of Birth	06/08/1951	Mailing Address	
Voter ID	002855395	Enrollment	Democratic
Assembly District	113	Voting District	001

Absentee Ballots There are no Absentee Ballots for this Voter

[Insert](#)

[Update](#) [Back](#) [Reset](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Button/Links Functionality

Insert	Adds new Absentee Ballot
--------	--------------------------

Delete	Delete Previous Absentee Ballot
Clear	Clears the form entries
Cancel	Ends the current operation and navigates to the previous page.

Process Flow:

The Absentee Ballot Process entails the following steps:

1. Login to the CVRS system as a Town Clerk.
2. Click on the "Elections" tab under "Activities" in the main navigation menu.
3. Click on the "Absentee Ballot" tab from the expanded "Elections" menu.
4. You will be navigated to the "Absentee Ballot- Voter Search" screen.
5. Provide the search criteria (Last Name or Voter Id) and click on the "Search" button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. Select the voter by clicking on the radio button displayed next to the record entries and click on the "Select" button to navigate to "Add Absentee Ballot" screen to add or update Absentee Ballot information. (Refer Fig. 4.1.1)
8. **To Insert Absentee Ballot:**
 - a. Click on "Insert" button and provide the required information.
 - b. Click on the "Update" button to save the information.
9. **To update "Returned Absentee Ballots" information:**
 - a. Enter the Returned Ballot information i.e. Return Type, Date Returned and Time Returned.
 - b. Click on "Update" button to save the information.

E. INQUIRIES

1. VOTER INFORMATION

Description: This screen allows Town Clerk to search and view voter information.

Figure 1.1.1: Voter Search

Connecticut Voter Registration System

NAVIGATION MENU

ACTIVITIES

INQUIRIES

- Voter Information
- Election Day Inquiry
- Town Polling Place
- Voter Petition History
- Town Street

REPORTS

REGISTRAR MAINTENANCE

REMINDERS

HELP

LOGOUT

Inquiries > Voter Information

Logged in as: SSVR2131 / Southington

Local Statewide

Name : Current

Voter ID :

Last Name :

Address : Current

First Name :

Town : Southington

Date of Birth : (mm/dd/yyyy)

Street :

Quick Search

Search Clear

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Figure 1.1.2 : Select Voter

Connecticut Voter Registration System

Inquiries > Voter Information > Select Voter

Logged in as: SSVR2131 / Southington

QUICK SEARCH

LOGOUT

Change View Back To Search Delete

1 to 12 of 12

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter ID	Party Code	Special Status	Off Reason	Last Active Date
<input checked="" type="radio"/>	A	Smith	Abigail	K	IV	06/09/1989	338 Moore Hill Drive, Southington	003793603	U			
<input type="radio"/>	A	Smith	Abigail	L		08/10/1970	962 South Main Street, Unit 22, Plantsville	003063820	L			
<input type="radio"/>	O	Smith	Adelina	C		08/17/1920	108 School Street, Marion	000960779	U		DMV	01/06/2012
<input type="radio"/>	O	Smith	Alexandra	M		12/13/1980	130 Ciccolella Court, Southington	000971406	R		DMV	01/06/2012
<input type="radio"/>	O	Smith	Amanda	C		10/27/1989	66 North Summit Street, Southington	003750382	U		DMV	05/06/2011
<input type="radio"/>	O	Smith	Amber	R		11/13/1981	1187 Woodruff Street, Southington	003650857	U		DMV	01/06/2012
<input type="radio"/>	A	Smith	Amy	E		04/27/1990	277 Hart Street, Southington	003834220	D			
<input type="radio"/>	O	Smith	Amy			01/01/1980	1 Main Street, Southington	004182072	D		DMV	03/07/2012
<input type="radio"/>	A	Smith	Andrea	L		05/15/1966	80 Deer Run, Plantsville	000970519	U			
<input type="radio"/>	A	Smith	Arnold	W		09/13/1929	42 Hickory Hill, Southington	004002666	U			
<input type="radio"/>	A	Smith	Arthur	H		06/17/1934	683 Ledgeview Court, Southington	000968122	U			
<input type="radio"/>	A	Smith	Ashleigh	K		11/09/1983	130 Ciccolella Court, Southington	003322907	R			

Change View Back To Search Delete

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Figure 1.1.3: View

Connecticut Voter Registration System

Inquiries » Voter Information » View Voter Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Voter Information

Prefix Name: Address: 962 South Main Street
 Voter's Name: Abigail L. Smith Unit: 22
 Date of Birth: 08/10/1978 City: Plantsville
 Voter ID: 003063920 State: CT
 Date Last Voted: 11/08/2011 Zip: 06479 -1698

Residence Address

Enrollment Information

Current Party: Libertarian
 Gender: Female
 Telephone: (860)-378-0331
 Special Status:
 Perm Absentee Ballot: No

Mailing Address

Street No.:
 Street Name1/P O Box:
 Street Name2:
 Unit:
 Town:
 State:
 Zip Code:
 Country:

Status Information

Privilege Date: 01/06/2012
 Reg. Effective Date: 06/21/1999
 Current Status: Active
 Last Active Date:
 Off Reason:

Memo

[Back](#)

Districts:

Congressional: 001 Senatorial: 016 Assembly: 080

District/Ward	Precinct	Polling Place
State: 012	00	Strong School
Local: 001	00	Derynoski School Local
Special:		

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
View	Views selected searched voter record.

Process Flow:

The Search and View Voter Process entails the following steps:

1. Login to the CVRS system as a Town Clerk.
2. Click on the "Voter Information" tab from the "Inquiries" menu.
3. System will display a Voter search page (Refer fig. 1.1.1)
4. You can search for existing voters locally or statewide by using following search criteria:
 - By Last Name only or by First Name only, or by Date of Birth Only OR
 - By any of the Last Name, First Name, and Date of Birth combination OR
 - By Voter Id OR
 - By Town and/or Street name
5. Enter your search criteria in the required fields and click "Search".
6. System will display one-to-many voter records based on the search criteria (Refer figure 1.1.2)
7. Select voter you would like to view by selecting the radio button at front of the

- searched voter list.
8. Click on “View” button to view the profile.
 9. System will display “View Voter” page. By default “Detail” tab will be opened. This page include following tabs: (Refer Fig. 1.1.3)
 - a. Details
 - b. Name History
 - c. Address History
 - d. Party History
 - e. Audit History
 - f. Election History
 - g. Canvass History
 - h. Correspondence History
 - i. Memo History
 10. Click on the desired tab to view voter information or click on “Back” button to navigate to the previous page.

2. ELECTION DAY INQUIRY

Description: This screen allows Town Clerk to view Voters information.

Figure 2.1: View Voter

Connecticut Voter Registration System

Inquiries » Election Day Inquiry » View Voter

Logged in as: **SSVR2131 / Southington** **LOUISE STANLEY** **Logout**

Details | Name History | Address History | Party History | Audit History | Election History | Canvass History | Correspondence History | Memo History

Voter Information		Residence Address		Enrollment Information	
Prefix Name:		Address:	108 School Street	Current Party:	Unaffiliated
Voter's Name:	Adeline C Smith	Unit:		Gender:	Female
Date of Birth:	08/17/1920	City:	Marion	Telephone:	(860)-626-6409
Voter ID:	000960779	State:	CT	Special Status:	
Date Last Voted:	11/02/2010	Zip:	06444 -0348	Perm Absentee Ballot:	No

Mailing Address		Status Information		Memo	
Street No.:		Privilege Date:			
Street Name1/P O Box:	PO Box 348	Reg. Effective Date:	03/03/1994		
Street Name2:		Current Status :	OFF		
Unit:		Last Active Date:	01/06/2012		
Town:	Marion	Off Reason:	DMV		
State:	CT				
Zip Code:	06444-0348				
Country:	United States				

[Back](#)

Districts:

Congressional: 001 Senatorial: 016 Assembly: 000

This application is best viewed on 12.6:0 or higher with screen resolution of 800x600 or higher.

Button / Link Functionality:

Search	Searches the desired voter information
--------	--

View	Views the voter profile
Process Flow:	
<p>To view “ Election Day Inquiry” :</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Town Clerk. 2. Click on the “ Election Day Inquiry” tab from the “Inquiries” menu 3. System will navigate to the “Voter Search” page. 4. Search for the existing voters locally or statewide by providing following search criteria: <ul style="list-style-type: none"> - By Last Name only or by First Name only, or by Date of Birth Only OR - By any of the Last Name, First Name, and Date of Birth combination OR - By Voter Id OR - By Town and/or Street name 5. Click on the “Search” button and system will display the searched results. 6. Select the voter by clicking on the radio button placed next to each record entries and click on the “View” button. 7. You will be navigated to the “View Voter” screen. (Refer Fig. 2.1) 8. You can view voter details by clicking on the different tabs. The “View Voter” screen includes following voter information tabs: <ol style="list-style-type: none"> a. Details: To display current name, address, party and status information of the voters. b. Name History: To display previous name history of the voters. c. Address History: To display previous address history of the voter d. Party History: To display any previous party history of the voters e. Audit History: To display all the changes made in to the voters record. f. Election History: To display any previous election history. g. Canvass History: To display previous canvass update h. Correspondence History: To display previous correspondence list. You can click on the “Generate Letter” button to view the selected letter or click on the “Delete” button to delete the selected correspondence history. i. Memo History: To display previous memo history 9. Click on the “Back” button to navigate back to Voter Search Page. 	

3. TOWN POLLING PLACE

Description: To search for town polling place based on Street Address or Districts.

Figure 3.1: Town Polling Place

Button/ Link Functionality:

Search	Searches for Polling Places based on information provided.
Clear	Clears the data entered.

Process Flow:

To view Town Polling Place:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Town Polling Place" tab from the "Inquiries" menu.
3. You will be navigated to the Town Polling search screen (Refer Figure: 3.1)
4. Enter Street Address or District information as a search criteria and click on the "Search" button.
5. System will display the Polling Place information.

4. VOTER PETITION HISTORY

Description: To search and view selected voters Petition History.

Figure 4.1: Petition History

The screenshot displays the 'Connecticut Voter Registration System' interface. On the left is a 'NAVIGATION MENU' with sections: ACTIVITIES, INQUIRIES (expanded), REPORTS, REGISTRAR MAINTENANCE, REMINDERS, HELP, and LOGOUT. The 'INQUIRIES' section includes links for Voter Information, Election Day Inquiry, Town Polling Place, Voter Petition History, and Town Street. The main content area shows the breadcrumb 'Inquiries > Voter Petition History > Petition History List' and the user 'Logged in as: SSVR2131 / Southington'. A search bar labeled 'Voter Name' contains 'Abigail K Smith IV'. Below this is a table titled 'Previous Petition History' with columns 'Election Date' and 'Petitions'. The table lists two entries: 05/05/2005 with 'Sample Petition' and 07/17/2009 with 'Looking Gooe'. A 'Back' button is located below the table. At the bottom, a note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.'

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

PROCESS FLOW:

To search for voter Petition History:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Voter Petition History" tab from the "Inquiries" menu.
3. You will be navigated to the Voter Search Screen. Provide search criteria and click on the "Search" button.
4. System will display the list of voters based on the search criteria.
5. Select the Voter by clicking on the radio button and click on the "View" button.
6. System will display the "Petition History List" page. (Refer Fig. 4.1)
7. Click on "Back" button to navigate back to the Voter Search List page.

5. TOWN STREET

Description: To view current Town Street and District Information

Figure 5.1 : Town Street

The screenshot shows the 'Connecticut Voter Registration System' interface. On the left is a 'NAVIGATION MENU' with sections for 'ACTIVITIES', 'INQUIRIES' (selected), 'REPORTS', 'REGISTRAR MAINTENANCE', 'REMINDERS', 'HELP', and 'LOGOUT'. The 'INQUIRIES' section includes links for 'Election Day Inquiry', 'Town Polling Place', 'Voter Petition History', 'Town Street', and 'Voter Absentee Ballot'. The main content area is titled 'Inquiries » Town Street' and shows the user is logged in as 'SSVR2131 / Southington'. There is a search bar with 'Academy Street' entered and 'Search' and 'Clear' buttons. Below the search bar is a table titled 'Current Districts'.

Side	Low Range	High Range	District Type	District	Precinct	Congress District	Senate District	Assembly District	Census Block
All	1	9999	State/Federal	003	00	001	016	081	
All	1	9999	Local	001	00	001	016	081	

At the bottom of the page, a note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.'

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

Process Flow:

The process to view Town Street and District information:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Town Street" tab from the "Inquiries" menu.
3. You will be navigated to the Town Street page. (Refer Fig. 5.1)
4. Select "Street Name" from the drop down list and click on "Search" button.
5. System will display the State/Federal and Local level current District information associated with the Street address. (Refer Fig. 5.1)

F. REPORTS

1. ABSENTEE BALLOT

1.0 Absentee Ballot

Description: To view the list of Absentee Ballots issued to the voters.

Figure 1.1.1: Absentee Ballot Report Selection Screen

Connecticut Voter Registration System

Registrar Maintenance » Absentee Ballot

Districts

Congressional	Senatorial	Assembly	District/Ward-Precinct	
001	016	030 080 081	none	State Local Special

Voter Status Active Inactive Off

Gender Male Female Unknown

Election Date (mm/dd/yyyy)

Enrollment Concerned Citizens Connecticut For Lieberman Democratic Green

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Print Options

- ☐ Birth Date
- ☐ Party
- ☐ Voter Id
- ☐ Telephone

Sort Order Options

- ☐ Name
- ☒ Street Address
- ☐ DOB
- ☐ Party
- ☐ Status

Registration Date

- ☐ Registration Date
- ☐ District Precinct
- ☐ Ballot Type
- ☐ Serial Number
- ☐ Time Returned

Street Address

Last Name Range(Alpha)

From A To Z

Other Options

☐ Returned Ballot Only

Print this Report in Landscape Format

[View](#) [Submit Request](#) [Clear](#)

Figure 1.1.2 : Absentee Ballot Report

ABSENTEE BALLOT REPORT - TOWN OF SOUTHTON							
STATE DISTRICTS : ALL - START DATE : 01/01/2012 - END DATE : 04/24/2012 - ELECTION DATE : 04/24/2012							
DISTRICT : 002							
NAME/ADDRESS	ISSUE DATE	RETURN DATE/TIME	TYPE	RETURN	MAILING ADDRESS	BALLOT MAILING ADDRESS	DIST/ PCT
AMANDA LANE Sharma Sarika 100 Amanda Lane	04/20/2012	04/23/2012 4:00 PM	REGULAR	M		100 Alyssa Court Southington CT	002
AMANDA LANE Total Voters : 1							
Precinct: 002-00 Total Voters: 1 D=1 R=0 U=0 O=0							
District: 002 Total Voters: 1 D=1 R=0 U=0 O=0							

Button/ Link Functionality:

Search

Searches for Petition History based on the information provided.

Clear	Clears the form entries.
Process Flow:	
<p>The process to view Absentee Ballot Report :</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Town Clerk. 2. Click on the “Absentee Ballot” tab from the “Reports” menu. 3. You will be navigated to the Absentee Ballot report selection screen. (Fig. 1.1.1) 4. Enter the Election Date and Start and End Date to generate the report. 5. You must click on the “View” button to generate and view “Absentee Ballot” Report. (Refer Fig. 1.1.2) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 6. Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen. 	

2.0 Mailing Address Label

Description: To view and print the Mailing address labels for the Absentee Ballots.

Figure 1.2.1: Mailing Address Label Report Selection Screen

Connecticut Voter Registration System

Registrar Maintenance » Absentee Ballot » Mailing Address Label

Districts		Congressional		Senatorial		Assembly		* District/Ward-Precinct	
001		016		030 080 081		none		State Local Special	
Voter Status		Gender		* Election Date		Enrollment		Last Name Range(Alpha)	
Active Inactive Off		Male Female Unknown		(mm/dd/yyyy)		Concerned Citizens Connecticut For Lieberman Democratic Green		From A To Z	
Ballot Type		Sort Order Options		Street Address		Election Type			
90 DAYS 45 DAYS Overseas President Regular		<input type="radio"/> Name <input checked="" type="radio"/> Street Address <input type="radio"/> DOB <input type="radio"/> Party <input type="radio"/> Status		<input type="radio"/> Reg Collapse <input type="radio"/> District Precinct <input type="radio"/> Ballot Type <input type="radio"/> Serial Number		<input type="text"/> <input type="text"/>		<input type="text"/>	

Print this Report in Landscape Format

Figure 1.2.2: Mailing Address Label

Jr Amy Smith
1 Main Street
Southington, CT 06489-0000

Fg Abigail K Smith IV
338 Moore Hill Drive
Southington, CT 06489-2930

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

Process Flow:

The process to view Duplicate Voter Name:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Mailing Address Label" tab from the "Reports" menu.
3. You will be navigated to the Mailing Address Label report selection screen (Refer Fig. 1.2.1)
4. Make the selection and enter the Election Date to generate the report.
5. You must click on the "View" button to generate and view "Duplicate Voter Name" Report. (Refer Fig. 1.2.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

3.0 Serial Number Label

Description: To print the labels for Absentee ballot serial numbers issued.

Figure 1.3.1 : Serial Number Label Selection Screen

Connecticut Voter Registration System

Registrar Maintenance » Absentee Ballot » Serial Number Label

Districts

Congressional	Senatorial	Assembly	* District/Ward-Precinct	
001	016	030 080 081	none	State Local Special

Voter Status **Gender** *** Election Date** **Enrollment** **Last Name Range(Alpha)**

Active
Inactive
Off

Male
Female
Unknown

(mm/dd/yyyy)

Concerned Citizens
Connecticut For Lieberman
Democratic
Green

From A
To Z

Ballot Type **Sort Order Options** **Street Address** **Election Type**

90 DAYS
45 DAYS
Overseas
President
Regular

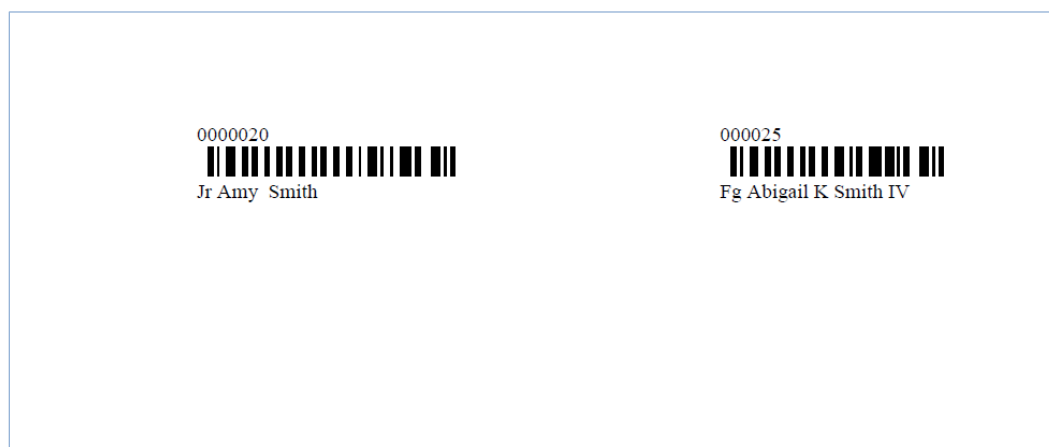
☐ Name
☒ Street Address
☐ DOB
☐ Party
☐ Status

☐ Registration Date
☐ District Precinct
☐ Ballot Type
☐ Serial Number

Print this Report in Landscape Format

[View](#) [Submit Request](#) [Clear](#)

Figure 1.3.2: Serial Number Label Report

**Button/ Link Functionality:**

View	To view the report
Clear	Clears the form entries.
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

The process to view Duplicate Voter Name:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Serial Number Label" tab from the "Reports" menu.

3. You will be navigated to the Serial Number Label Selection screen. (Refer Fig. 1.3.1).
4. Select District and Enter Election Date to generate the report.
5. You must click on the “View” button to generate and view “Serial Number Label” Report. (Refer Fig. 1.3.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

4.0 Electoral Label

Description: To view and print the Electoral Labels.

Figure 1.4.1: Electoral Label Selection Screen

Connecticut Voter Registration System

Registrar Maintenance » Absentee Ballot » Electoral Label

Districts

Congressional	Senatorial	Assembly	* District/Ward-Precinct	
001	016	030 080 081	none	State Local Special

Voter Status
Active
Inactive
Off

Gender
Male
Female
Unknown

*** Election Date**
(mm/dd/yyyy)

Enrollment
Concerned Citizens
Connecticut For Lieberman
Democratic
Green

Last Name Range(Alpha)
From A
To Z

Ballot Type
90 DAYS
45 DAYS
Overseas
President
Regular

Sort Order Options
☐ Name
☒ Street Address
☐ DOB
☐ Party
☐ Status
☐ Registration Date
☐ District Precinct
☐ Ballot Type
☐ Serial Number

Street Address

*** Election Type**

Print this Report in Landscape Format

Figure 1.4.2: Electoral Label Report

To be filled by Municipal Clerk before issuing	
NAME OF ELECTOR Sharma Sarika	
ELECTOR'S VOTING RESIDENCE (No. and Street) 100 Alyssa Court	
DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Democratic
VOTING DIST. No. 002	CITY OR BOROUGH (if applicable) Southington

To be filled by Municipal Clerk before issuing	
NAME OF ELECTOR Smith Amy	
ELECTOR'S VOTING RESIDENCE (No. and Street) 1 Main Street	
DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Democratic
VOTING DIST. No. 003	CITY OR BOROUGH (if applicable) Southington

To be filled by Municipal Clerk before issuing	
NAME OF ELECTOR Smith Abigail K IV	
ELECTOR'S VOTING RESIDENCE (No. and Street) 338 Moore Hill Drive	
DATE OF ELECTION, PRIMARY OR REFERENDUM AT WHICH BALLOT IS TO BE CAST. 2012-04-24	PARTY (if primary) Unaffiliated
VOTING DIST. No. 005	CITY OR BOROUGH (if applicable) Southington

Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.
Submit Request	Submits the report request to view it later from the Report Status page
View	Generates and displays the report

Process Flow:

To view Electoral Labels:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Electoral Label" tab from the "Reports" menu.
3. You will be navigated to the "Electoral Labels" selection criteria screen. (Refer Fig. 1.4.1)
4. Make you required selection to generate the report. Mandatory fields are marked as "*".
5. You must click on the "View" button to generate and view "Electoral Labels" (Refer Fig. 1.4.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

2. ABSENTEE BALLOT SUMMARY

Description: This report displays the list of the Absentee Ballots by serial number for a town by a range of dates and for districts selected.

Figure 2.1: Absentee Ballot Summary Screen

Connecticut Voter Registration System

Reports » Absentee Ballot Summary Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Districts

Congressional	Senatorial	Assembly	District/Ward-Precinct	
001	016	030 080 081	none	<input type="button" value="State"/> <input type="button" value="Local"/> <input type="button" value="Special"/>

Ballot Types

90 Days
45 Days
Overseas
President

Election Date

(mm/dd/yyyy)

Figure 2.2: Absentee Ballot Summary Report

ABSENTEE BALLOT SUMMARY REPORT - TOWN OF SOUTHTON STATE DISTRICTS - ALL				
VOTING DISTRICT	PRECINCT	BALLOT TYPE	BALLOTS ISSUED	BALLOTS RETURNED
003	00	OVERSEAS	1	0
003	00	PRESIDENT	1	1
006	00	PRESIDENT	2	2
003	00	REGULAR	1	1
005	00	REGULAR	1	1
010	00	REGULAR	1	0
002	00	90 DAYS	1	0
003	00	90 DAYS	1	1
005	00	90 DAYS	1	0
TOTAL :			10	6

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Absentee Ballot Summary:

6. Login to the CVRS as a Town Clerk.
7. Click on the "Absentee Ballot Summary" tab from the "Reports" menu.

8. You will be navigated to the “Absentee Ballot Summary” screen. (Refer Fig. 2.1)
9. Make you required selection to generate the report.
10. You must click on the “View” button to generate and view “Absentee Ballot Summary” Report. (Refer Fig. 2.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

3. ALPHA VOTER LIST

Description: This Screen allows a Town Clerk to generate a report displaying all the voters for a town based on the selection criteria in the alphabetical order.

Figure 3.1 : Alpha Voter List

The screenshot shows the 'Connecticut Voter Registration System' interface. The main heading is 'Reports » Alpha Voter List'. The user is logged in as 'SSVR2131 / Southington'. The interface is divided into several sections for selecting criteria:

- Districts:** Includes dropdowns for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). There are also buttons for State, Local, and Special.
- Voter Status:** Radio buttons for Active, Inactive, and Off.
- Gender:** Radio buttons for Male, Female, and Unknown.
- Election Date:** A date picker (mm/dd/yyyy).
- Enrollment:** A dropdown menu with options: Concerned Citizens, Connecticut For Lieberman, Democratic, and Green.
- Age Range:** From and To date pickers.
- Voting Options:** Radio buttons for Voting, Not Voting, Absentee, and All (selected).
- Print Options:** Checkboxes for Birth Date, Party, Voter Id, Telephone, and Status.
- Sort Order Options:** Radio buttons for Name (selected), Street Address, DOB, Party, Status, Registration Date, and District Precinct.
- Street Address:** A text input field.
- Last Name Range (Alpha):** From and To dropdown menus (A to Z).
- Registration Date:** From and To date pickers (mm/dd/yyyy).
- Other Options:** Checkboxes for Voters Without ID and No Headings.

At the bottom, there are three buttons: View, Submit Request, and Clear.

Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Clear	Clears the form entries

Process Flow:

To view the Alpha Voter List:

1. Login to the CVRS as a Town Clerk.
2. Click on the “Alpha Voter” tab from the “Reports” menu.
3. You will be navigated to the “Alpha Voter” report screen. (Refer Fig.3.1)

4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Alpha Voter” Report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

4. LABELS

Description: To view and print the labels

Figure 4.1: Labels selection screen

Connecticut Voter Registration System

Registrar Maintenance » Labels Logged in as: SSTC2131 / Southington

Districts		Congressional		Senatorial		Assembly		District/Ward-Precinct	
001		016		030 080 081		none		<input type="button" value="State"/> <input type="button" value="Local"/> <input type="button" value="Special"/>	

Voter Status		Age Range		Gender		Election Date		Enrollment	
<input type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Off		From <input type="text"/> To <input type="text"/>		<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unknown		<input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy)		<input type="text"/>	

Print Options		Print Label For		Sort Order Options		Voting Options		Street Address	
<input type="checkbox"/> District <input type="checkbox"/> Voter Id <input type="checkbox"/> Bar Code		<input checked="" type="radio"/> Voter <input type="radio"/> Household		<input type="radio"/> Name <input checked="" type="radio"/> Street Address <input type="radio"/> DOB <input type="radio"/> Party <input type="radio"/> Status <input type="radio"/> Registration Date <input type="radio"/> Voting District		<input type="radio"/> Voting <input type="radio"/> Not Voting <input type="radio"/> Absentee <input checked="" type="radio"/> All		<input type="text"/>	

Figure 4.2: Labels

Smith Adam 1 Academy Lane Southington, CT 06489	**C020	Amritha Preetam 12 Academy Lane Southington, CT 06489	**C020	Melita M Hayden 19 Academy Lane Southington, CT 06489-3202
Patrick H Hayden Jr. 19 Academy Lane Southington, CT 06489-3202	**C003	Smith O'Hara 20 Academy Lane Southington, CT 06489-3201	**C020	Claire R Corbeil 24 Academy Lane Southington, CT 06489-3201
Corinne A Watterworth 30 Academy Lane Southington, CT 06489-3201	**C020	David M Cramp 33 Academy Lane Southington, CT 06489-3202	**C020	Lynn M Cramp 33 Academy Lane Southington, CT 06489-3202
Rose Burgess 37 Academy Lane Southington, CT 06489-3202	**C020	Margaret D Stafford 42 Academy Lane Southington, CT 06489-3201	**C020	William J Stafford 42 Academy Lane Southington, CT 06489-3201

Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Labels:

1. Login to the CVRS as a Town Clerk.
2. Click on the “Labels” from the “Reports” menu.
3. You will be navigated to the “Alpha Voter” report selection screen. (Refer Fig. 4.1)
4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Alpha Voter” Report. (Refer Fig. 4.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

5. PETITION LIST

Description: To view the current petition list of the town.

Figure 5.1:

PETITIONS LIST - TOWN OF SOUTHTON		
S.No.	ELECTION DATE	DESCRIPTION
1	11/04/2008	Clifford Wallace-Thornton Jr---Green Party
2	12/12/2006	Tax Stabilization Referendum
3	11/04/2008	Working Families 80th State Rep Karen Houghtaling
4	08/12/2008	Primary Petition 80th State Rep Karen Houghtaling
5	11/04/2008	Baldwin-Castle-Constitution Parry
6	11/04/2008	Stephen E. D. Fournier-Green Party
7	11/04/2008	Phillies-Lion--libertarian
8	11/04/2008	Thomas L. Winn-Independent
9	11/04/2008	Ralph Nader - Gonzalez - Independent
10	11/07/2008	Charter Revision Petition Filing
11	03/08/2012	Education System
12	05/10/2009	The Fourth Pain
13	05/15/2009	The Second Pain
14	05/12/2009	The Fifth Pain
15	11/02/2004	Primary Petition

Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Petition List:

1. Login to the CVRS as a Town Clerk.
2. Click on the “Petition List” from the “Reports” menu.
3. You will be navigated to the “Petition List” screen.
4. You must click on the “View” button to generate and view “Petition List” Report.
(Refer Fig. 5.1)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

6. PETITION VOTER DETAIL

Description: To view the list of voters for Town’s petitions.

Figure 6.1: Petition Voter Detail Selection Screen

The screenshot displays the 'Connecticut Voter Registration System' interface. At the top, it shows 'Registrar Maintenance > Petition Voter Detail' and 'Logged in as: SSTC2131 / Southington'. The main area contains several input fields and buttons:

- Districts:** Three columns for 'Congressional' (001), 'Senatorial' (016), and 'Assembly' (030, 080, 081).
- District/Ward-Precinct:** A dropdown menu currently set to 'none'.
- Town Petitions:** A list of petitions including 'Education System', 'The Second Pain', 'The Fifth Pain', and 'The Fourth Pain'.
- Election Date:** A date picker set to '(mm/dd/yyyy)'.
- Sort Order Options:** Radio buttons for 'Name', 'Street Address' (selected), and 'District Precinct'.
- Buttons:** 'View', 'Submit Request', and 'Clear' at the bottom.

Figure 6.2: Petition Voter Detail

For Petition : Clifford Wallace-Thornton Jr.—Green Party						
V ID	NAME	DOB	PTY	ADDRESS	ELECTION DATE	D/P
000968445	Blessing Jennifer E	04/28/1978	U	38 Brooklane Road	11/04/2008	001
003397873	Miceli Michael C	01/10/1971	U	38 Brooklane Road	11/04/2008	001
001681641	Stewart Catherine A	08/21/1950	D	132 Buckland Street	11/04/2008	002
000261097	Ashcroft Brian S	04/09/1974	D	150 Burritt Street 3F	11/04/2008	012
000959524	Folcik John E	07/24/1953	D	650 Burritt Street	11/04/2008	012
000952682	Kilburn Lance R	01/23/1956	D	197 Butternut Lane	11/04/2008	004
000950922	Fusco Josephine	11/15/1923	R	32 Chestnut Street	11/04/2008	003
000948877	Vachon Dennis W	10/25/1960	D	355 Copper Ridge	11/04/2008	001
003220390	Crocker Janet	08/28/1945	U	111 Debbie Drive	11/04/2008	006
000956308	Larkin Kathy A	06/01/1956	R	167 Debbie Drive	11/04/2008	006
003155663	Coonce-Ewing Christopher T	11/22/1969	D	110 Edgewood Circle	11/04/2008	011
003223069	Ackerman Kurt D	04/01/1963	U	57 Evan Road	11/04/2008	001
000959919	Hill Richard T	02/15/1950	D	175 Frost Street	11/04/2008	012
003077071	Selmi Gabriel S	03/27/1965	R	122 Hart Acre Road	11/04/2008	003
000970844	Heath Noreen A	02/02/1941	R	410 Main Street C	11/04/2008	003
000970157	Rusiecki Dora V	12/12/1971	U	1397 Marion Avenue	11/04/2008	012
000966968	Cervoni Lorraine M	10/24/1957	U	94 Mariondale Drive	11/04/2008	008
000948010	Hoeger Judith L	10/19/1947	R	2344 Meriden-Waterbury Rd	11/04/2008	012
003452421	Portfolio Caleb	10/31/1982	U	253 North Main Street	11/04/2008	006
000957014	Cotton Leslie G	11/10/1945	R	625 Overlook Path	11/04/2008	006
003557789	Nealon Jesse R	07/03/1975	U	181 Prospect Street	11/04/2008	003
003536591	Lada Edward M	05/08/1967	U	18 Quaker Lane	11/04/2008	002
000959895	Hubeny Roger A	10/20/1933	D	825 South Main Street	11/04/2008	002
000964227	Mackay John S	06/26/1941	D	965 South Main Street	11/04/2008	002
000966966	Argenta Joseph J	03/08/1921	U	60 South Road	11/04/2008	008
000421978	Pechillo Leigh E	06/25/1969	D	8 Surrey Circle	11/04/2008	004
000268624	Boyle John F	01/06/1934	D	914 Sweetheart Path	11/04/2008	006
000957110	Deschaine William T	03/30/1923	D	35 Wheeler Village	11/04/2008	004
000963912	Gurga Joseph J III	10/12/1954	D	100 Winding Ridge	11/04/2008	008
000952416	Haigh James D	03/07/1943	R	170 Woodruff Street	11/04/2008	003

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Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Petition Voter Detail:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Petition Voter Detail" from the "Reports" menu.
3. You will be navigated to the "Petition Voter Detail" selection screen. (Refer Fig. 6.1)
4. Select the Petition/s for which you would like to view the voters' detail.
5. You must click on the "View" button to generate and view "Phone List" Report. (Refer Fig. 6.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

7. PHONE LIST

Description: This screen allows a Town Clerk to generate list of voters and their contact number.

Figure 7.1: Phone List

Connecticut Voter Registration System

Reports » Phone List Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Districts

Congressional	Senatorial	Assembly	District/Ward-Precinct
001	016	030 080 081	none

Voter Status **Gender** **Election Date** **Enrollment** **Age Range**

Active
Inactive
Off

Male
Female
Unknown

mm/dd/yyyy

Concerned Citizens
Connecticut For Lieberman
Democratic
Green

From
To

Voting Options **Print Options** **Sort Order Options** **Street Address** **Last Name Range (Alpha)**

☐ Voting
☐ Not Voting
☐ Absentee
☒ All

☐ Birth Date
☐ Seq No
☐ Party
☐ Voter Id

☒ Name
☒ Street Address
☐ DOB
☐ Party
☐ Status
☐ Registration Date
☐ District Precinct

Print Format

☒ Landscape(11 x 8 1/2)
☐ Portrait(8 1/2 x 14)

From A
To Z

Other Options

☐ No Headings

[View](#) [Submit Request](#) [Clear](#)

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Phone List:

6. Login to the CVRS as a Town Clerk.
7. Click on the "Phone List" tab from the "Reports" menu.
8. You will be navigated to the "Phone List" report screen. (Refer Fig. 7.1)
9. You must click on the "View" button to generate and view "Phone List" Report.

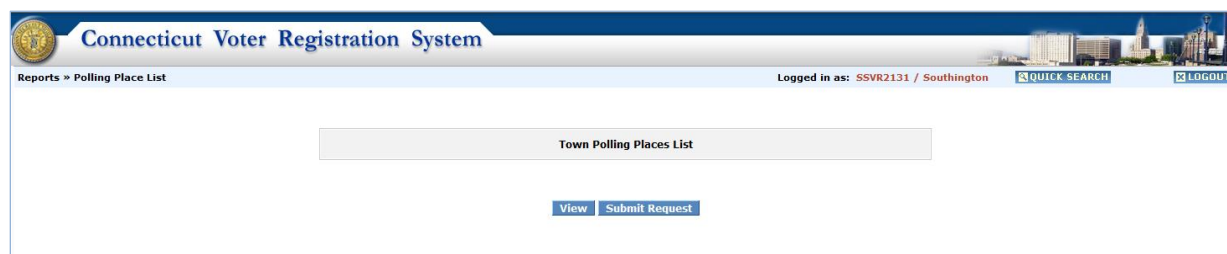
OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

8. POLLING PLACE LIST

Description: This screen allows a Town Clerk to generate list of Polling Places in the town.

Figure 8.1: Town Polling Place List



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Polling Place List:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Polling List" tab from the "Reports" menu.
3. You will be navigated to the "Polling Place List" report screen. (Refer Fig. 8.1)
4. You must click on the "View" button to generate and view "Polling Place List" Report.

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

9. TOWN STREET LIST

Description: This screen allows a Town Clerk to generate a detailed Street- District report based on the different report selection options.

Figure 9.1: Town Street List

Figure 9.2: Town Street Report

STREET LIST - TOWN OF SOUTHTON							
STREET NAME	POLLING PLACE	SIDE	RANGE	D/P	LO/D	SP/D	No. Of Voters
Beechwood Drive	South End School	A	1-9999	001			70
Blatchley Avenue	South End School	A	1-9999	001			43
Blue Hills Drive	South End School	A	1-9999	001			89
Bridle Path Drive	South End School	A	1-9999	001			65
Brooklane Road	South End School	A	1-9999	001			49
Brownstone Drive	South End School	A	1-9999	001			40
Budding Ridge	South End School	A	1-9999	001			63
Buena Vista Drive	South End School	A	1-9999	001			31
Canterbury Lane	South End School	A	1-9999	001			34
Chapel Hill	South End School	A	1-9999	001			23
Charles Street	South End School	A	1-9999	001			54
Claudia Drive	South End School	A	1-9999	001			29
Copper Ridge	South End School	A	1-9999	001			101
Country Club Circle	South End School	A	1-9999	001			21
Craig Avenue	South End School	A	1-9999	001			36
Cushing Lane	South End School	A	1-9999	001			9
Dale Drive	South End School	A	1-9999	001			13
Devonshire Drive	South End School	A	1-9999	001			12
Doe Meadow Court	South End School	A	1-9999	001			38
East Johnson Avenue	South End School	A	1-9999	001			36
East Street	South End School	E	154-700	001			41
East Street	South End School	A	28-138	001			17
Evan Road	South End School	A	1-9999	001			39
Faye Lane	South End School	A	1-9999	001			32

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street List:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Town Street List" tab from the "Reports" menu.
3. You will be navigated to the "Town Street List" report screen. (Refer Fig. 9.1)
4. Make the required selection to generate the report.
5. You must click on the "View" button to generate and view "Town Street List" Report. (Refer Fig. 9.2)

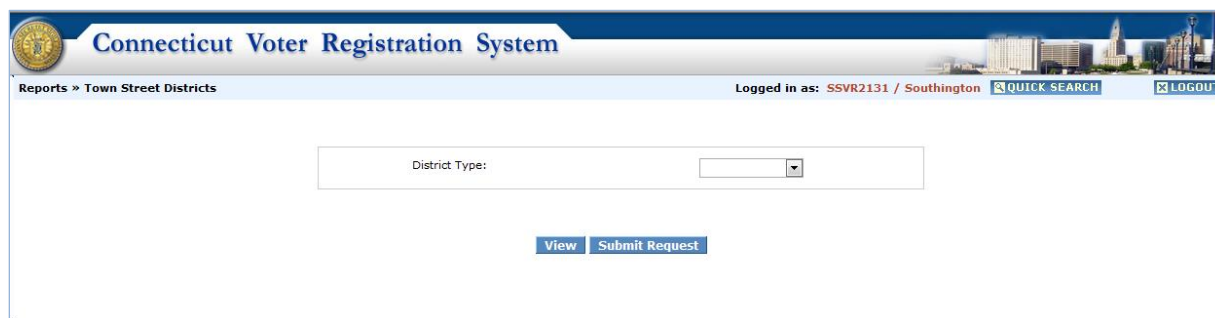
OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

10. TOWN STREET DISTRICT LIST

Description: This screen allows a Town Clerk to generate a report based on the District Type to displays Street and District information.

Figure 10.1: Town-street District List



The screenshot shows the 'Connecticut Voter Registration System' interface. The breadcrumb trail is 'Reports » Town Street Districts'. The user is logged in as 'SSVR2131 / Southington'. There are links for 'QUICK SEARCH' and 'LOGOUT'. The main content area has a 'District Type:' label followed by a dropdown menu. Below the dropdown are two buttons: 'View' and 'Submit Request'.

Figure 10.2: Town Street-District Report

STREET LIST - TOWN OF SOUTHTON

Distret Type: State

STREET NAME	DISTRICTS	STREET NAME	DISTRICTS
Academy Lane	003	Berlin Street	004
Academy Street	003	Berry Patch Way	006
Acre Way	010	Beverly Drive	008
Aircraft Road	010	Birch Street	009
Alder Lane	011	Birchcrest Drive	002
Alex Court	012	Birmingham Drive	008
Alice Lane	005	Bishop Avenue	003
Alpine Trail	012	Blatchley Avenue	001
Alyssa Court	004	Blossom Way	009
Amanda Lane	002	Blue Hills Drive	001
Amato Circle	008	Blueberry Court	006
Amber Lane	010	Blueberry Lane	003
Andrews Street	005	Boulder Ridge	010
Anne Road	012	Brandywine Place	011
Annelise Avenue	009	Brentwood Drive	008
Applegate Road	009	Briar Lane	004
Applewood Drive	005	Bridle Path Drive	001
April Lane	012	Brightwood Lane	006
Arlington Drive	004	Bristol Street	003
Arrow Head Lane	002	Brook Road	010
Ashwell Drive	011	Brooklane Road	001
Atkins Way	002	Brooks Street	003
Atwater Street	012	Brookside Drive	010
Even:406-466		Brookview Place	002
Atwater Street		Brookwood Drive	009
All:5-370	012	Brothers Way	010
Odd:407-455		Brownstone Drive	001
Autran Avenue		Bruce Avenue	006
Autumn Drive	011	Buckland Street	002
Bagley Road	003	Budding Ridge	001
Baldwin Circle	009	Buena Vista Drive	001
Barbara Lane	002	Burning Tree Drive	009
Barr Street	002	Burr Court	008
Bayberry Lane	005	Burritt Street	002
Beacon Street	005	All:2-70	
Beal Drive	008	Burritt Street	012
Beecher Street	003	All:71-697	
Beechwood Drive	001	Burwell Avenue	003
Bellevue Avenue	003	Butler Avenue	009
Belrose Street	003	Butternut Lane	004
Benny Drive	002	Cambridge Drive	004
Berkley Avenue	003	Canal Street	002
Berkley Court	003	Odd:7-503	
Berlin Avenue	003	Canal Street	012
All:1-139		Even:18-600	
Even:140-302		Candlewood Lane	004
Berlin Avenue	004	Canterbury Lane	001
Odd:141-303			

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street-District List:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Town Street- District" tab from the "Reports" menu.

3. You will be navigated to the “Town Street- District” report screen. (Refer Fig. 10.1)
4. Select the “district Type” from the drop down list.
5. You must click on the “View” button to generate and view “Town Street- District” List. (Refer Fig 10.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

11. LABELS FOR PERMANENT ABSENTEE VOTERS

Description: To print labels for Permanent Absentee Voters.

Figure 11.1: Labels for Permanent Absentee Voters

The screenshot shows the 'Connecticut Voter Registration System' interface. The page title is 'Registrar Maintenance » Labels for Permanent Absentee Voters'. The user is logged in as 'SSVR2131 / Southington'. There are links for 'QUICK SEARCH' and 'LOGOUT'.

Districts:

Congressional	Senatorial	Assembly	District/Ward-Precinct
001	016	030 080 081	none

Buttons: State, Local, Special

Voter Status: Active, Inactive, Off

Age Range: From: [], To: []

Gender: Male, Female, Unknown

Election Date: []/[]/[] (mm/dd/yyyy)

Enrollment: Concerned Citizens, Connecticut For Lieberman, Democratic, Green

Print Options:

Print Options	Print Label For	Sort Order Options
<input type="checkbox"/> District	<input checked="" type="radio"/> Voter	<input type="radio"/> Name
<input type="checkbox"/> Voter Id	<input type="radio"/> Household	<input checked="" type="radio"/> Street Address
<input type="checkbox"/> Bar Code		<input type="radio"/> Status
		<input type="radio"/> Registration Date
		<input type="radio"/> DOB
		<input type="radio"/> Voting District
		<input type="radio"/> Party

Street Address: []

Buttons: View, Submit Request, Clear

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Labels for Permanent Absentee ballot:

1. Login to the CVRS as a Town Clerk.
2. Click on the “Labels for Permanent Absentee Voters” from the “Reports” Menu.
3. You will be navigated to the “Labels for Permanent Absentee Voters” screen. (Refer Fig. 11.1)
4. Make required selection to generate the report.

5. You must click on the “View” button to generate and view “Labels for Permanent Absentee Ballot” report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

12. PERMANENT ABSENTEE BALLOT

Description: This report displays the list of the Permanent Absentee voters in the town.

Figure 12.1: Permanent Absentee Ballot

The screenshot shows the 'Connecticut Voter Registration System' interface. The user is logged in as 'SSVR2131 / Southington'. The page title is 'Registrar Maintenance » Permanent Absentee Ballot'. The interface includes a 'Districts' section with filters for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). There are buttons for 'State', 'Local', and 'Special'. The 'Voter Status' section has radio buttons for 'Active', 'Inactive', and 'Off'. The 'Age Range' section has 'From' and 'To' input fields. The 'Gender' section has radio buttons for 'Male', 'Female', and 'Unknown'. The 'Election Date' section has a date input field (mm/dd/yyyy). The 'Enrollment' section has a dropdown menu with options: 'Concerned Citizens', 'Connecticut For Lieberman', 'Democratic', and 'Green'. The 'Voting Options' section has radio buttons for 'Voting', 'Not Voting', 'Absentee', and 'All'. The 'Print Options' section has checkboxes for 'Birth Date', 'Party', and 'Voter Id'. The 'Sort Order Options' section has radio buttons for 'Name', 'Street Address', 'DOB', 'Party', 'Status', 'Registration Date', and 'District Precinct'. The 'Street Address' section has an input field and a dropdown menu. The 'Last Name Range(Alpha)' section has 'From' and 'To' input fields with 'A' and 'Z' respectively. At the bottom, there is a link to 'Print this Report in Landscape Format' and three buttons: 'View', 'Submit Request', and 'Clear'.

Figure 12.2: Permanent Absentee Ballot Report

TOWN OF SOUTHTON - PERMANENT ABSENTEE BALLOT REPORT						
STATE DISTRICT : 001						
V ID	PTY	DOB	NAME	RESIDENCE ADDRESS	MAILING ADDRESS	2ND STREET NAME
003824830	D	09/16/1987	Davidow Eric E	40 Canterbury Lane Southington, CT 06489-4600		
000948857	R	09/15/1964	Leach Robert A Jr.	545 South End Road Plantsville, CT 06479-1828		
Precinct: 001-00 Total Voters: 2 D=1 R=1 U=0 O=0						
District: 001 Total Voters: 2 D=1 R=1 U=0 O=0						
Total Number of Voters: 2 Democrats: 1 Republicans: 1 Unaffiliated: 0 Others: 0						

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Permanent Absentee Ballot List:

1. Login as a Registrar into the CVRS system.
2. Click on the "Permanent Absentee Ballot" tab from the "Registrar Maintenance" Menu.
3. You will be navigated to the "Permanent Absentee Ballot" report screen. (Refer Fig. 12.1)
4. Make required selections to generate the report.
5. You must click on the "View" button to generate and view "Permanent Absentee Ballot" list. (Refer Fig. 12.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

13. REPORT STATUS

Description: This screen allows Town Clerk to view, print and delete the previous submitted reports at any time.

Figure 13.1: Report Status

Report ID	Report Name	District/Ward-Precinct	Date - Time	Submitted By	Status
000000016	PollingPlaceList		04/10/2012 04:00 PM	SSVR2131	Completed
000000017	ElectionVoterDetail	001-00,002-00,003-00,004-00,005-00,006-00,008-00,009-00,010-00,011-00,012-00	04/10/2012 04:01 PM	SSVR2131	Processing

Button/ Links Functionality:

Delete	Deletes the selected report
Reprocess	Resubmits the request for the "Failed" status reports
Refresh	Refreshes the screen and to update the report status.

Process Flow:

To view submit reports from the report status screen:

1. Login to the CVRS as a Town Clerk.
2. Click on the "Report Status" tab from the "Reports" menu.
3. You will be navigated to the "Report Status" screen. (Refer Fig. 13.1)
4. This screen has following functionalities:
 - a. **View Report:** you can view report by clicking on the "Report Id" link.
(Note: The Voter Id link will only be activated for the reports with "Complete" status")
 - b. **Reprocess Button:** You can only reprocess the reports with the "Failed" status, for any other reprocess request system will generate the prompt.
 - c. **Refresh Button:** This button will refresh the screen and will update the report status.
 - d. **Delete Button:** Select the report you would like to delete and click on the "Delete" button.